

Quality Assurance Working Group Meeting

October 23, 2002
Natomas Park Office
1:30 – 2:30 pm

1 MINUTES FROM THE 23 OCTOBER 2002 MEETING

Regulars	Organization	Email	Phone	Present
Kathy Saito	BPSG	ksaito@sid.hhsdc.ca.gov	263-4294	Yes
Kelly Elo	CMIPS	kelo@sid.hhsdc.ca.gov	263-4162	Yes
Tamara Engel	ISAWS	tengel@isaws.cahwnet.gov	255-0499	Yes
John Rubio	ISAWS	jrubio@isaws.cahwnet.gov	255-0453	Yes
Gloria Takagishi	WDTIP	gtakagi@sid.hhsdc.ca.gov	229-3089	Yes
Tony Fong	EBT	tfong@sid.hhsdc.ca.gov	263-4096	Yes
Greg Chapman	CWS	gchapman@hhsdc.ca.gov	263-1122	Yes
Ben Selvidge	SAWS PM	bselvidg@sid.hhsdc.ca.gov	229-3362	No
Sam Fahr	SFIS	sfahr@sid.hhsdc.ca.gov	229-3310	No
Laura Okawa	BPSG	lokawa@sid.hhsdc.ca.gov	263-4120	Yes
Tom Arnez	BPSG	tarnex@sid.hhsdc.ca.gov	263-4293	Yes

Meeting Visitors	Organization

- 1.1 We reviewed the initial goals and objectives for this working group (Refer to Kathy's handout).
- 1.2 It was agreed that the team would commit to meet together on the second Tuesday of every month, 1:30pm – 3:00pm (for now). The next three meeting dates, time, and location will be as follows:
 - November 12 (Tues), 1:30pm – 3:00pm, Natomas Park Office (Conf Rm 2)
 - December 10 (Tues), 1:30pm – 3:00pm, SAWS Office (Conf Rm 92)
 - January 14 (Tues), 1:30pm – 3:30pm, Natomas Park Office (Conf Rm 2)
- 1.3 The following list represents some of the expectations for this group (so far):
 - Devote energy creation of SID Best Practices products or improvement of deficient SID Best Practices products that will contribute to improvements in SID CMM assessment scores.
 - Update, validate, and align current SID best practices with industry standards and best practices.
 - Create an environment that fosters inter-project information exchange and sharing.
 - Define CMM assessment schedules and target date for official SEI-CMM Assessment.
 - Each project has agreed to contribute an average of 8 hrs per month towards this effort.
- 1.4 Potential CMM-I impacts to our current CMM approach
 - CMM-I may replace our current approach allowing us to use a single SID-hybrid model that will allow us to combine various CMM models together forming a custom SID-CMM.
 - SEI is still in the process of officially allowing this approach...Tom will keep the group updated on the progress of SEI's efforts (and executive overview) at the next meeting.
 - Currently, the following models apply to existing SID Projects
 - SA-CMM: CMIPS, EBT, CWS/CMS M&O, CWS M&O Procurement, SFIS, POST
 - SW-CMM: ISAWS, WDTIP
- 1.5 Other discussion topics
 - Projects will be encouraged to create a shared repository using iManage whereby CMM documentation can be accessed by the BPSG for assessment purposes.
 - The SA-CMM Assessment matrix passed out during the meeting will be used to aid the group in determining where the greatest benefit can be achieved for improvements for the least amount of energy.

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- The SW-CMM Assessment matrix has not been created and will be published for the next meeting.

2 ACTION ITEMS (FOR NEXT MEETING)

- 2.1 Review the SA-CMM assessment matrix (if applicable) and identify areas of improvements that you would like to see the QA working group focus energy. Send me your email inputs NLT Monday, 11 November.
- 2.2 Update your Outlook calendars through January 2003...to accommodate the second Tuesday of every month (Nov 12, Dec 10, Jan 14).
- 2.3 Email your project's desired Round 2 CMM assessment dates NLT Monday, 11 November (a two-week window). Our goal is to complete all of the round 2 projects before the end of January 2003. We will finalize the new schedule at our next meeting. The current schedule established in the June 2002 timeframe (before BPSG contract re-bids caused a 3.5 month delay) was:

Project	Scheduled Month	Actual Dates
EBT	March-April	Done
SAWS Project Mgmt	May-June	Planning Mtg 4/29
CWS/CMS (Re-Bid)	Cancel	
CWS/CMS (M&O)	July-Aug	29 July thru 8 Aug
SFIS	August	
WDTIP	September	
ISAWS	October	Oct 15 – 25
POST	November	Nov 5 – 7

3 TENTATIVE AGENDA FOR NEXT MEETING (12 NOV 2002)

- 3.1 Review action items from the 22 Oct 2002 meeting (see above)
 - AI# 2.1- See above
 - AI# 2.2- See above
 - AI# 2.3- See above
- 3.2 Review MSC goals for SEI-Official CMM Level 3 Rating and objectives for this QA Working Group.
- 3.3 Provide an overview of the SEI CMM-I (Integrated CMM) as it relates to our SID CMM direction (see 1.4 above).
- 3.4 Review the SW-CMM Assessment Matrix (see 1.5 above)